

Minutes of the Paul Memorial Library Trustee Meeting of September 9, 2014

Comment [s1]:

Attending were: Kim Crisp, Lisa Cloyd, Win Fream, Pam Burch

Meeting called to order at 7:00 pm

- July minutes were accepted

1. Treasurers report – general fund has \$5235.90

- Donation account has \$4080.90, Win will transfer \$3000.00 of it into to general fund (for Brian T. to cover the new bookshelves)
- Pam will touch base with Elizabeth Kegode about the Shakespeare fund (has around \$2,000.00) which was to be used by the school for specific activities or eventually turned over to the library.

The auditor would like us to make the following improvements:

1. Utilize accounting software package for more organized recordkeeping and reporting. Pam has a copy of Quicken we can use. What we really need is better month-end and year-end reporting.
2. Prepare a monthly reconciliations document that reconciles cash balances with financial reports.
3. Ensure that all expenditures paid from library accounts are supported by original invoices or receipts formally approved for payment by both the director and majority of trustees.
4. Yearly financial summary of library receipts and disbursements in the Town's annual report.

All of these will be taken under consideration and addressed as time allows.

2. Director's report

- New hours working out well
- Mary, the new Children's librarian, starts toddler time tomorrow, 9/10/2014
- Experience some flooding in July and August, Pam using the dry dust
- PSNH here in May lighting assessment- still waiting for the report
- Pam helping publicize a garden speaker with help from the garden club
- Movie night – Friday Sept. 26, right before the fall festival
- Friends of the Library – Larry Arend wants them to take over the road race, they are considering
- Silent auction for a ski weekend at Pam's will be available at the fall festival

A discussion took place about our numbers going down for the summer reading program, how much is demographic and how much is because the program was not interesting to them. We don't know.

Donations and grants – we received a new grant of 65 books on cd

3. Upcoming events

- Humanities council speaker coming in October
- Doris' birthday – 90 in November 12
- We will plan a luncheon for her birthday
- Budget meeting on Sept. 16

Budget meeting prep – we want some kind of fund to cover maintenance/repairs that we have been paying out of our general fund. We have an issue with insurance deductible being \$1000 for each event. We don't have a way for that to be covered currently other than taking it out of our library budget. Warrant article possible.

New Salaries will be proposed

Better maintenance or grounds budget numbers may be discussed

Gardens will need to be rebuilt

Meeting adjourned 9:40

Next meeting Tuesday, October 7 at 6:30.

Respectfully submitted,

Lisa Cloyd
Secretary
Paul Memorial Library Board of Trustees

Director's Report for June/July/August 2014

New and Important

- ❖ Our new hours will start on September 2nd: Monday & Friday 12-4, Tuesday & Thursday 1-5, Wednesday 10-7, and Saturday 9-1
- ❖ Mary Duquette is starting as our Children's Librarian this week! We are offering three story times each week.

Library Building/Grounds

- ❖ We had flooding in the basement during storms in July & August
- ❖ PSNH was here on May 23 to do a lighting assessment for us - they surveyed all of the lights, were given a sample bill and they will send us a report on what we can do to save energy - it looks like a typical bill runs us over \$150. They finally have report done and may be able to present it at our next meeting

Upcoming Events:

Please see attached flyer

Book Clubs

The Afternoon Book Club met on June 11 to discuss Crossing to Safety, 5 members attended; July 9 to discuss The Art of Hearing Heartbeats, 6 members attended; August 13 to discuss Peyton Place, 5 members attended. The Evening Book Club met on June 16 to discuss The Dovekeepers, 5 members attended, July 21 to discuss Midwives, 4 members attended and August 18 to discuss The Language of Flowers, 5 members attended.

Friends of the Library

They are still considering whether or not to take over the running of the Newfields Road Race. Planning for the Fall Festival to be held on Saturday, September 27th. The library will do crafts again and run a raffle - I have secured a chocolate donation from Lindt (we can make one request per year). Lauren is doing a great job with the Constant Contact newsletters and Pam Dube continues to put out a wonderful newsletter that is mailed to all households.

Summer Reading

Our numbers were down this year and I'm not sure why. It seems like more children were in day camp this summer and more went on vacation than usual. We had three presentations: Linda Peck, The Children's Museum of New Hampshire, and the Boston Museum of Science. We also went on a field trip to the Squamscott Soda Factory - very fun! Ruby, our reading dog came for six weeks along with her owner, Elizabeth. We didn't have a huge turnout for this but the kids that did come really enjoyed it. Also new, we tried drop in crafts for the week of the 4th of July. Total number of participants (children and adults) was 149.

We finally got reading lists for grades 6-8 this year and purchased all of the books. These went out on a steady basis all summer and were very well received.

Connecting with Other Libraries

I attended the Seacoast Librarians meeting on June 20th and August 22. We had a great tour of the library addition in Newington for the August meeting. Inspirational! If you are in the area, I urge to stop by and see it.

Donations/Grants

We received a great donation of approximately 65 new audios (books on CD) from Audiofile Magazine in Portland, ME through a connection of mine. We received a grant from the New Hampshire Humanities Council to host a speaker in October - Edie Clark will be speaking on the 21st - New England: Myth or Reality?

Staffing/Professional Development

I advertised our new Children's Librarian position in late July. I received a total of 7 resumes and interviewed 5. You met with the final two candidates on August 18th and we selected Mary Duquette. She will be starting our three story times during the second week in September.

Lee and I will attend Active Shooter Training on September 18th from 9-12 in Stratham. Lee will be attending a Weeding Workshop on Monday, September 15th. Both are free.

Attendance at Events in June

Babies and Toddlers - 22B/19A
NES School Visits - 125C/8A
Lego Club - 10
Movie Night - 8
Book Groups - 10
4th of July Drop In Crafts - 20
Summer Reading Kickoff on 6/24 - 28

TOTAL = 250

Attendance at Events in July

Babies and Toddlers - 19B/18A
Book Clubs - 10
Summer Reading - 91

TOTAL = 138

Attendance at Events in August

Book Clubs - 12
How to Fund Your Child's Education - 4
Summer Reading - 20

TOTAL = 36

Library Statistics for June	for July	for August
Total number of people through the door: 420	579	525
Total number of patrons using the library: 235	283	277
Total number of items circulated this month: 741	1058	912
Number of new patrons: 3	9	8

Respectfully submitted,

Pam Burch

Materials \$2550

Labor \$4760 (\$35.00/hr)

Total \$7310

Library cost \$5950

Savings \$1360

1. Electrical quote from Exeter River Electrical Contractors
\$835 to wire the new computer areas and the overhead projector area
Will need a new router
2. Bill Clark came to give us an estimate for the cabinets
3. www.wmclarke.com
4. Treasury Report – current general fund balance 9667. Big budget item this winter was the oil
5. Staffing issue – Doris is having a health issue,

- a. Long term plan for a children's librarian instead of a generalist
 - b. Shannon on for the summer to cover
 - c. Eventually to post a job for a children's librarian
- 6. Allison Watts – came to discuss runoff stormwater options
- 7. UNH grant provides the design Jamie Houle is the project manager
 - a. Next step would be to bring in Jamie to do the design work
 - b. Could also do an educational session on it
 - c. We need to: Deal with getting the permits
 - d. Dig the holes according to design
 - e. Track time spent in kind
 - f. Motion made to participate in the biopalooza project
- 8. Director's report – need help taking out the big trash on May 17
 - a. Cleaning need – Lorna Rogers does cleaning – she is a patron and comes frequently
 - b. 5 hours each month, 2 sessions 2.5 hours at 10.00 an hour
- 9. Sat. June 28th date of road race – we may need to help
- 10. Computers – 500.00 each computer, HP Pavillion, new router 149.00